



**DELAWARE JUDICIARY**

**SUPERIOR COURT OF DELAWARE**

**Non-Merit Position**

**(This position is exempt from the State of Delaware Merit System)**

**Posting #1201N10**

**IN-HOUSE PROMOTIONAL/LATERAL TRANSFER OPPORTUNITY**

**DEPUTY PROTHONOTARY**

**Opening Date: December 22, 2010**

**Closing Date: January 5, 2011**

**Vacancy Exists**

**Salary:** \$42,801.00-\$45,475.00(Minimum-85% of Midpoint) Pay Grade 15

**Recruiting For:** Superior Court of Delaware

**Location:** New Castle County **(Please check this county on your application).**

**Nature and Scope:**

Assist the appointed Prothonotary with the administrative responsibilities associated with the efficient execution of all office functions and the quality operation of all departments, including performance assessment, hiring and training staff as required, assisting attorneys and the public in resolving problems as necessary and performs all official functions of the Prothonotary as delegated. Establish and implement office policies and procedures, and monitor compliance with stated goals and objectives for the Prothonotary Office. Oversees the preparation of monthly performance and statistical reports for the purpose of production analysis.

**Essential Functions:**

- Daily administrative responsibilities/coordination with LEXIS/NEXIS.
- The receipt, review and resolution of the daily CONTEXT rejection report.
- Administration of the attorney matrix and adding and deleting of Pro Se cases in CONTEXT.
- This position is the NCC Department of Corrections contact person regarding commitment and release problems and must immediately follow-up on these requests.

- On a monthly basis, this position generates the reports to prepare the criminal statistics, follows-up on the monthly sentencing report, updates the Judges' calendar and assists with the civil statistic spreadsheet preparation.
- This position maintains the office's forms catalogue and assists the Prothonotary with all Board of Canvass activities, updates to the Civil and Criminal Case Management Plans and criminal event calendar.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of automated/electronic management information systems.
2. Knowledge of applicable Superior Court Rules and procedures.
3. Experience in the principles and practices of supervision.
4. Ability to communicate effectively.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

**Submitting Your Application:**

Visit the website at <http://courts.delaware.gov/career/> . Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:  
Superior Court of Delaware  
New Castle County Courthouse  
500 N. King Street, Suite 2850  
Wilmington, DE 19801
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@state.de.us)

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.

- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**